



Make a Difference

MAINE

State Government

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

PLANNING & RESEARCH ASSOCIATE II

Code: 004000

Pay Grade: 23 (\$35,859.20 - 48,526.40/yr.)

Open for Recruitment: June 13, 2013 - *Until Canceled*

JOB DESCRIPTION

This position conducts complex and technical planning and research for an agency. As a Planning & Research Associate II your responsibilities include assisting a superior in the development and administration of programs and/or performing the more complex assignments in the collection, analysis, and presentation of data relevant to developing policies for effective resource utilization. Your work will include the application of research principles in preparing and coordinating specific studies as a basis for the future development of state, regional, and local plans and planning programs. In this position you may have the opportunity to supervise a staff engaged in research, planning, and evaluation activities.

Typical Duties

- Assists in the development and administration of research projects and planning programs.
- Directs, oversees, coordinates, and appraises the work of subordinate employees.
- Consults with agencies in planning public or private social service projects involving federal agencies or loans, and ensures adherence to federal requirements.
- Indicates and projects changes in social, economic, and industrial conditions based on data and development trends.
- Promotes, consults, and coordinates planning activities locally, regionally, and statewide.
- Writes comprehensive reports on research and study topics; and documents findings, conclusions, and recommendations.
- Drafts and presents testimony before regulatory fact-finding committees, and appears before the news media and other groups.

MINIMUM REQUIREMENTS

In order to qualify, you must have an eight (8) year combination of education, training, and/or experience providing knowledge of planning and research principles, practices, and techniques.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 11.54% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer